



JET PROPULSION LABORATORY
CALIFORNIA INSTITUTE OF TECHNOLOGY

REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL NO.: KB-2664-585391

FOR:

TEMPORARY SUPPORT EFFORT PERSONNEL

PROPOSALS ARE TO BE RECEIVED AT JPL NO LATER THAN:

Date: October 8, 2004

Local Time: 3:00 p.m.

COMMUNICATIONS IN REFERENCE TO THIS RFP

It is requested that any communication in reference to this RFP be in writing and directed to the attention of:

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Title:	JPL Subcontracts Manager	Phone:	818-354-7332
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California Institute of Technology
Jet Propulsion Laboratory
4800 Oak Grove Drive
Pasadena, CA 91109-8099

Date of Issuance:

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1. Request for Proposal

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2. Attachments to the Solicitation. See Group A & B (Attach to General Instructions)

This Section of this RFP consists of those forms and documents containing information applicable to this RFP. Group A Attachments must be completed and attached to your proposal. Group B Attachments consist of forms and documents for informational purposes only. Both A and B Attachments can be found through the electronic address identified below. Hard copies of the Group B Attachments will be mailed by request only. Note that Group B Attachments are very important and may become requirements under the Subcontract.

World Wide Web: <http://acquisition.jpl.nasa.gov/e2000.htm>

3. Specimen Subcontract, Dated September 1, 2004

GENERAL INSTRUCTIONS

1.0 PROPOSAL REQUIREMENT

The effort to be performed will be in accordance with the following RFP instructions and the Specimen Subcontract. If you choose to submit more than one proposal for this effort, each proposal must be independently complete and under separate cover.

The following provides general instructions and information regarding preparation of your proposal in response to this RFP, and it provides a description of the overall selection process.

2.0 PACKAGING AND SUBMITTING YOUR PROPOSAL

2.1 Organization and Format.

2.1.1 Your proposal, which should be organized as closely as practicable to the format and sequence indicated in these proposal instructions, must be submitted as follows:

<u>Volume No./Title</u>	<u>Page Limit</u>	<u>Number of Copies</u>
Volume 1 Management	40 (viewgraph format)	12
Volume 2 Cost	None	6
Volume 3 Past Performance	3 pages/ref.	12

(Please note that the Past Performance Volume is due two weeks after release of the RFP at 3:00 p.m. This volume shall be sent to the same address as the Proposal)

2.1.2 For the purpose of the mandatory page limitation under Volume 1, the following rules apply:

2.1.2.1 All text must be typed on 8 1/2" x 11" viewgraph.

2.1.2.2 Drawings will be considered as part of the page count.

2.1.2.3 A minimum of single spacing is required. Page margins shall be no less than 1/2" inch at the top, bottom, and sides.

2.1.2.4 Type font size shall be no smaller than 12 point character height.

2.1.2.5 A page is defined as each face of a piece of paper containing substantive evaluable information. Any pages that exceed the above noted limitations will be removed from the proposal and will not be evaluated.

2.2 Volume I—Supporting Materials. One viewgraph set and twelve (12) sets of hardcopy viewgraphs (paper copies of the viewgraphs) are to be provided by the proposal due date specified on the RFP cover page. The viewgraphs provided in Volume I are intended to be what is presented during your oral presentation. All materials shall be marked with the offeror's name and the JPL RFP number. Note that updates to the proposal or change pages after the proposal date are not to be submitted and will not be accepted. Oral presentations shall be solely based on the material submitted by the proposal due date.

- 2.3 Address and Identification. To help ensure timely receipt and processing of your proposal, please ensure you address your proposal properly to the JPL address identified on the cover of the RFP, (including the mail stop) and the RFP number. The use of a yellow colored label on your envelope/container containing the complete original copy of your proposal will help ensure priority handling at JPL. (NOTE: The yellow label is JPL's notification that the package you are sending is a proposal.). All proposal envelopes/containers must be identified with the RFP number that appears on the RFP cover page.
- 2.4 Hand Carried Proposals. Hand-carried proposals must be delivered to the California Institute of Technology/Jet Propulsion Laboratory (JPL) Visitor Control Center, at 4800 Oak Grove Drive, Pasadena, Building 249, where it will be received and time-stamped. Visitor Control is open to receive proposals only on working weekdays, between 7:30 a.m. and 4:30 p.m. (proposals are due at the time and date stated on the cover of this RFP).

3.0 GENERAL INFORMATION

- 3.1 Proposal Preparation and Related Costs. This RFP does not commit JPL or the Government of the United States to pay any costs incurred in submitting your proposal, making studies or designs for preparing the proposal or in procuring or subcontracting for services or supplies related to the proposal.
- 3.2 If the proposal contains data that you do not wish to be disclosed for any purpose other than proposal evaluation, you must mark the cover sheet of each volume containing such information with the legend below:
- “Data contained in pages _____ of this proposal furnished in connection with RFP No. (KB-2664-585391) shall not be used or disclosed, except for evaluation purposes, provided that if a contract is awarded to this offeror as a result of or in connection with the submission of this proposal, JPL and the Government shall have the right to use or disclose this data to the extent provided in the subcontract. This restriction does not limit JPL's right to use or disclose any data obtained from another source without restriction.”
- 3.3 During the proposal preparation period, all requests for clarification and/or additional information, must be submitted in writing to the individual referenced by “Attention:” on the cover page of this RFP. When appropriate, responses to requests, as well as any JPL initiated changes, will be provided to all prospective proposers in writing as addenda to the RFP. (NOTE: You must include reference to all addenda on your Acknowledgment to this RFP [Attachment A-1].)

4.0 LATE PROPOSALS

Any proposal, portion of a proposal, or unrequested proposal revision received at JPL after the time and date specified on the cover page of this RFP is late. Any volume of a proposal received after the time and date specified will cause the entire proposal to be late. Late proposals will not be considered for award, except under the following circumstances:

- 4.1 JPL determines that the late receipt was due solely to a delay by the U.S. postal service for which the offeror was not responsible. Timely postmark or receipt of registered, certified, or express mail "next-day service," establishing the time of deposit must be evidenced.
- 4.2 JPL determines that the proposal was late due solely to mishandling by JPL after receipt at JPL, provided that the timely receipt at JPL is evidenced.
- 4.3 No acceptable proposals are received in a timely manner.

NOTE TO PROPOSERS: If an emergency or unanticipated event interrupts normal JPL processes so that solicitation responses cannot be received at the JPL office designated for receipt by the exact time specified in the solicitation, and urgent JPL requirements preclude amendment of the solicitation closing date, the time specified for receipt of proposals will be extended to the same time of day specified in the solicitation on the first work day on which normal JPL processes resume.

5.0 MANDATORY QUALIFICATION CRITERIA

JPL has determined that a proposer must possess the following **“mandatory”** qualifications in order to be considered a qualified source and thereby eligible for award:

- 5.1 Must have had at any one time, within the last 18 months prior to the issuance date of this RFP, a minimum of 50 bona fide employees employed in labor categories of similar nature to those required by JPL. Evidence shall include, but not be limited to, employee identification by name, title, date of employment, and current status.
- 5.2 Must provide financial qualification evidence, as indicated by having financial resources capable of making a payroll equivalent to \$2,000,000 for a period of 3 months. Evidence of financial resources shall include but not be limited to copies of banking statements, lines of credit, cash on hand or any such other method of proving financial sustainability.
- 5.3 Must be able to meet any of the following NAICS codes (541511; 541512; 541513; 541519) and must certify that the company is no larger than this size standard. This certification is subject to review by the Small Business Administration.
- 5.4 The proposer shall provide, in their cover letter a thorough discussion demonstrating that the proposer meets the mandatory qualification criteria set forth above.

6.0 RESPONSE TO THE RFP

- 6.1 **Proposal Contents**
Your proposal must include all information requested. Particular care should be taken to respond to the requirements of the Proposal Instructions, Attachments, and the Specimen Subcontract.
- 6.2 **Incomplete Responses/Significant Exceptions**
Omission of, or sketchy response to the RFP requirements, a large number of exceptions (deviations), or one or more significant exceptions may make your proposal incomplete regarding

the RFP requirements, causing your proposal to be declared unacceptable for evaluation. Any exceptions must be well defined and thoroughly explained.

7.0 PRE-PROPOSAL CONFERENCE

- 7.1 A Pre-proposal Conference will be held as specified in the cover letter.
- 7.2 Proposers are requested to submit in writing any questions regarding this RFP. In order for these questions to be fully addressed during the Pre-proposal Conference, they must be received by the Subcontracts Manager in advance of the conference by either email or land mail. Questions will be accepted at the Conference; however, there may not be sufficient time to generate an answer if the question is complicated. JPL reserves the right to defer answering any questions that might be considered sensitive in nature. Questions received in advance or during the Conference, along with JPL's official response, will be provided to all recipients of the RFP as soon as possible following the Conference, on the RFP website.

8.0 BACKGROUND INFORMATION

- 8.1 JPL has no way to make an accurate estimate of the number of subcontractor personnel that will be required over the term of the subcontract; however, the following information is being provided to show the history of the current TSEP subcontracts.
- 8.2 TSEP provides JPL with a wide variety of support personnel on a temporary "as needed" basis who possess a skill mix and level of expertise necessary to support the JPL Mission.
- 8.3 This mix is diverse and currently includes Quality Inspectors, Technicians, Warehousemen, Engineers, IT Personnel, Administrators, Secretaries, and Clerks.
- 8.4 Based on the most recent year-end data, approximately 80% of the current TSEP employees are professional, and 20% are designated as non-professional and subject to the rules of the Service Contract Act.
- 8.5 Approximately 52% of the professionals are IT professionals, with 12% designated as technicians and 36% representing other engineering functions.
- 8.6 The non-professional employees include audio/visual specialists and various clerks.
- 8.7 The number of TSEP personnel working at JPL have ranged from 400 to 800 with the current number at 460.
- 8.8 Job titles of commonly used TSEP personnel at JPL are provided in the Statement of Work (SOW).
- 8.9 Sample job descriptions for solicitation for TSEP personnel are provided in Attachment B-18 to these general instructions.

9.0 SOURCE EVALUATION AND SELECTION PROCESS

9.1 Source Evaluation

Proposals will be evaluated and scored in the management areas as described in Paragraph 10.0. Cost, Past Performance, and Other Factors will not be scored but are considered to be of significant importance to this procurement. JPL plans to make source selection based on the offeror whose proposal is determined to represent the best value to JPL. JPL's best value source selection is based on the following: If all offers, in the competitive range, are of approximately

equal qualitative merit, JPL will select the offer with the lowest cost. However, JPL may select a Subcontractor whose proposal offers a higher qualitative merit if the difference in cost is commensurate with added value. Conversely, JPL may select a Subcontractor whose proposal offers a lower qualitative merit if the cost differential between it and other offers so warrants. For purposes of this evaluation, JPL may use the proposed costs or the JPL-determined probable costs. JPL will evaluate the proposals utilizing the following process:

- 9.1.1 Before issuing the RFP, JPL established specific criteria and their weighting for the evaluation of the Management proposals. After receipt at JPL, the proposals are evaluated against the pre-set criteria outlined below.
- 9.1.2 An analysis of the supporting cost details is performed, and the proposed costs are compared. If the Buy American Act, the Balance of Payments Program, or rent-free use of Government-furnished property applies, costs will be adjusted as required for the purpose of evaluation.
- 9.1.3 Responsibility is assessed within the meaning of Federal Acquisition Regulation 9.1. Award will not be made to a Subcontractor deemed to be nonresponsible.
- 9.1.4 Results of the initial proposal evaluation are used to determine which proposals are within the competitive range (i.e., those having a reasonable chance of being selected for award). Proposals determined not to be within the competitive range are eliminated from further consideration, and the proposers are notified accordingly.
- 9.1.5 JPL may, at its discretion, conduct limited communications with one or more proposer(s) for the purpose of determining whether the proposer(s) should be included in the competitive range. Such precompetitive range communications may be conducted to enhance JPL's understanding of the proposal(s) and may be used to:
 - 9.1.5.1 Validate the proposed price; and
 - 9.1.5.2 Clarify omissions, ambiguities, and uncertainties in the proposer's supplemental business/cost information; and
 - 9.1.5.3 Clarify relevant past performance information.
- 9.1.6 JPL reserves the right to make a competitive range determination without conducting such communications. Further, JPL, at its discretion, may waive minor informalities and minor irregularities in proposals received.
- 9.1.7 JPL may make source selection after the initial proposal evaluation, go immediately to oral proposals at which time proposers will be scheduled for oral presentations, or have oral discussions with only those proposers determined to be within the competitive range. Selected proposers will be invited to come to JPL to make an oral presentation utilizing their original forty viewgraphs. The purpose of the discussions is to assist the evaluators in fully understanding each proposal by:
 - 9.1.7.1 Discussing those aspects of each proposal which contain omissions, ambiguities, and uncertainties;
 - 9.1.7.2 Verifying and identifying strengths and weaknesses that could affect work performance;
 - 9.1.7.3 Verifying the validity of the proposed cost; and
 - 9.1.7.4 Assessing the proposed personnel and the proposer's capabilities for performing the work.

- 9.1.8 After discussions, the initial evaluation findings are reviewed and may be revised to incorporate the results of the discussions to arrive at a final evaluation. This final evaluation includes completing a thorough assessment of the cost realism of each cost estimate and comparing the cost estimates. In performing this assessment, JPL may develop a "probable cost" for each proposer. "Probable cost" is defined as JPL's best estimate of the cost of any subcontract that is most likely to result from the offeror's proposal. At this time, JPL will request an executed Final Proposal Revision (FPR). Any changes to the cost proposal will be incorporated into the final selection briefing at this time.
- 9.2 **Oral Presentation.** An oral presentation, in addition to the written proposals, may be used to evaluate and select Subcontractors. The first step of the oral process will be an oral presentation, to be presented at JPL, consisting of your response to the Management Instructions as outlined by your viewgraph proposal. The presentation will be followed by a JPL caucus, and then a question and answer period held that same day.
- 9.2.1 JPL may send any proposer written questions concerning their submitted proposal in advance of the scheduled date of each proposer's oral presentation. Each proposer shall decide how best to present the answer to each question. However, the answer to these questions and any subsequent questions generated as a result of the oral presentation (see items 2.3.4 through 2.3.6 below) may be addressed during the two (2) hour question and answer session to assure closure of all questions.
- 9.2.2 Presentations shall address the information required by the Management Instructions. You may organize your presentation and allocate your time in any manner you see fit; keeping in mind, however, the relative weight of each evaluation criterion specified in paragraph 10.0 below and your ability to cover the material submitted.
- 9.2.3 The viewgraphs provided in Volume I are intended to be what is presented during your oral presentation, recognizing that some additional verbal explanation beyond the words on the viewgraph is some times needed to fully explain some issues or points.
- 9.2.4 There shall be a two (2) hour time limit placed upon your oral presentation. JPL will formulate additional questions in writing during the presentation, but JPL will not interrupt the presenters (with the exception of brief clarifications) during the oral presentation.
- 9.2.5 Following the oral presentation, JPL will caucus for two (2) hours, including lunch, to discuss and organize questions developed during the oral presentation. At the end of the two-hour period, JPL will provide written questions to the proposer.
- 9.2.6 A question and answer session with the proposer will follow and will be limited to two (2) hours. The proposer may organize these two (2) hours at their discretion (e.g., one hour for answer formulation and one hour for presentation of answers). In this session, ALL questions, including those sent two calendar days ahead of presentation, shall be addressed.
- 9.2.7 Your oral presentation should include a discussion of your cost proposal. JPL cost questions will be asked during the subsequent question and answer period.
- 9.2.8 Audiovisual support at JPL will be provided and shall be limited to projection equipment and screen necessary to display the viewgraphs. Only the Volume I viewgraphs presented and the viewgraph clarifications as part of the question and answer session will be considered and scored; no other visual or auditory aids will be considered and/or scored.

- 9.2.9 The presentation will not be audio/video recorded by either the presenter or by JPL.
- 9.2.10 JPL reserves the right to retain all proposal information submitted in response to this RFP.
- 9.3 The results of the final evaluation are submitted to the JPL Source Selection Official, who selects and executes the successful Subcontracts.
- 9.4 JPL reserves the right to reject all proposals, to award a subcontract based on initial proposals (without proposal clarifications) or conduct oral discussions prior to making source selection.

10.0 EVALUATION CRITERIA

- 10.1 Proposers will be evaluated as follows, in three major areas of importance: (1) Management; (2) Cost; and (3) Other Factors.
- 10.2 The findings developed as a result of the final evaluation will then used in the final selection process. The Subcontractors determined to be capable of satisfying the RFP objectives and requirements to JPL's best advantage will be selected. In arriving at this selection decision, the findings resulting from evaluation of Management, Cost, and Other Factors will all be considered.
- 10.3 **Management Criteria**
The Management evaluation criteria for this procurement are listed below. The Management evaluation criteria are listed in descending order of importance. The factors shown under the criteria are not weighted for evaluation purposes and are not listed in any particular order.
 - 10.3.1 Criterion 1 – Demonstrated Ability to Attract and Retain Personnel (400 points)
The degree to which the proposer can attract and retain personnel. Factors to be considered are:
 - 10.3.1.1 Benefits
 - 10.3.1.2 Personnel Administrator and Recruiter
 - 10.3.1.3 Recruitment
 - 10.3.1.4 Retention
 - 10.3.2 Criterion 2 - Related Experience (300 points)
The degree to which the proposer has related experience that demonstrates that it can successfully perform the requirements described in the Specimen Subcontract. Factors to be considered are:
 - 10.3.2.1 Related Experience
 - 10.3.2.2 Transition
 - 10.3.3 Criterion 3 – Employee Accountability and Processes (300 points)
The degree to which the proposer is able to handle personnel accountability and processes: Factors to be considered are:
 - 10.3.3.1 Timekeeping
 - 10.3.3.2 Billing
 - 10.3.3.3 Personnel Issues
- 10.4 **Cost**
Cost will be considered a significant factor in the source selection. Source Selection will be based on those proposals which represent the overall best value to JPL. Important elements of this area are but not limited to:

10.4.1 Proposal Pricing (Pricing competitiveness)

10.4.2 Financial Capability

10.5 Other Factors

Other factors will be considered but not scored. Such factors, which may be of overriding importance, to be considered include, but are not limited to the following:

10.5.1 Past Performance

10.5.2 Exceptions to the RFP

11.0 EXCEPTIONS TO GPs AND AGPs

JPL has made the determination that ANY exceptions to JPL's General Provisions and/or Additional General Provisions will render your proposal unacceptable.

TEMPORARY SUPPORT EFFORT PERSONNEL (TSEP) REQUEST FOR PROPOSAL VOLUME I – MANAGEMENT INSTRUCTIONS

1.0 INTRODUCTION

This portion of the Proposal Instructions sets forth the requirements to be followed in preparing Volume I - Management, of your proposal. The specific information requested is required to permit an effective evaluation of your capabilities for the successful support of this effort as defined in the Specimen Subcontract. This volume shall consist of the following three separate and distinct parts. **Note: 40 page limitation!**

Criteria 1.0	Demonstrated Ability to Attract and Retain Personnel
Criteria 2.0	Related Experience and Transition
Criteria 3.0	Employee Accountability and Processes

The following types of personnel are represented on this Subcontract. They include, but not limited to, various types of scientists; hardware, software, and systems engineers; designers; drafters; illustrators; mathematicians; computer programmers; various types of analysts (including software and computer analysts), specialists, assistants and technicians; computer, graphics, and audio-visual operators; shop personnel; secretaries and clerks; maintenance personnel; janitors and housekeepers; grounds keepers; quality assurance inspectors; and technical writers. Subcontractors shall possess the capability to provide personnel with active security clearances at the Secret level.

2.0 Criterion 1—Demonstrated Ability to Attract and Retain Personnel (400)

Provide a discussion of your organization's plans and processes to attract and retain personnel.

2.1 Benefits

Discuss your organization's plans and processes to attract and retain personnel. Discuss any benefits and/or incentives offered by your organization. Provide your average benefits percentage as it relates to direct labor. Do not include any taxes in this percentage. Provide the average benefits contribution provided by the company and the average benefits contribution by the employee consistent with the Cost Instructions of this RFP. The data provided in Columns C and D on Attachment A-18, "Determination of Price" will be evaluated. Provide this information in Table 1 of this volume, and include a completed version of this table in your proposal.

2.2 Personnel Administrator and Recruiter

Identify the individual(s) proposed to be the Personnel Administrator and Recruiter for this effort and indicate their current employment status and whether or not they will be available at the time of subcontract award. Discuss current efforts and those previously managed by the individual(s), and the total percentage of time planned in support of this effort, including the rationale for how you determined the percentage of their time. Identify any other duties the individual(s) may perform within your organization, and identify where the individual(s) will be physically located. Discuss the duties of the Personnel Administrator as you envision this position and how this person or their staff will support the TSEP process and mission. Discuss the duties of the Recruiter.

2.3 Recruitment

Discuss your plans for recruitment of qualified candidates to meet the needs of this TSEP effort. Provide specific details as to your unique methods to attract qualified candidates. Cite specific examples as to what unique methods and processes or resources sets you apart from other potential subcontractors. Describe how you would support an urgent need by JPL for an additional 50 TSEP employees on short notice.

2.4 Retention

Discuss your plans for retention of qualified personnel to meet the needs of this TSEP effort. Provide specific details as to your unique methods of personnel retention. Cite specific examples as to what unique methods and processes or resources set you apart from other potential subcontractors.

NOTE TO PROPOSERS: The individual(s) proposed as Personnel Administrator and Recruiter, and their staff, along with their office is to be charged as an indirect expense. JPL will not provide facilities for these personnel.

3.0 Criterion 2—Related Experience and Transition

Provide a discussion of your related experience.

3.1 Related Experience

Provide a complete but concise discussion of your organization's relevant related experience as it pertains to your ability to successfully meet the requirements of the Specimen Subcontract. Include your experience in staffing support contracts, including the length of time it took. Include your experience in staffing and administering personnel in labor categories similar to those required in the Specimen Subcontract, including the number of personnel supplied in those categories over the last three years.

3.2 Transition

Discuss your plans for making a smooth transition during the start-up phase to ensure there is a continuity of qualified support personnel to meet JPL's support requirements.

4.0 Criterion 3—Employee Accountability and Processes

Provide a discussion of how you propose to handle personal accountability and process issues with your own employees for which you have been contracted with to provide.

4.1 Timekeeping

Discuss the timekeeping practices your organization will follow to collect, monitor, verify, and report in a timely manner, the time of your personnel, both those working at JPL and those personnel assigned to work at other locations.

4.2 Billing

Describe your experience and ability to effectively work with an electronic billing system. Provide detailed discussions on how you intend to implement an electronic billing system and your plans for integrating with JPL.

4.3 Personnel Issues

Describe your company policies regarding the treatment of personnel complaints, grievances, and potential litigation. How will you respond to any of the above or other personnel issues that might arise with your TSEP employees working at JPL. Discuss any plans your company has in place or any new plans you intend to establish, including but not limited to personnel handbooks or other such documents.

PROPOSED BENEFITS SUMMARY-TABLE 1, MANAGEMENT VOLUME

Identify plan/benefit coverage options *made available to your general employee population. This includes both SCA and non-SCA employees.* Use one line for each type of plan/benefit offered. If a plan/benefit will not be offered to employees on or after contract start date, please note this herein.

(Abbreviations are defined as follows: EE = Employee, ER = Employer, PPO = Preferred Provider Organization, HMO = Health Maintenance Organization, POS = Point of Service, DMO = Dental Maintenance Organization, LTD = Long Term Disability, STD = Short-Term Disability, AD&D = Accidental Death & Dismemberment and PAI = Personal Accident Insurance.)

	Plan type(s)	Provider(s)	Enrollment date for eligible EEs	Plan Overview
Medical Plans				
Example	PPO, HMO, Fee-for-service, Indemnity, POS, etc.	Company:	X months or years after hire date	Deductible: Co-insurance: Co-payment: Prescription Coverage: Lifetime maximum benefit:
Your data				
Dental Plans				
Example	Fee-for-service, DMO, PPO, etc.	Company:	X months or years after hire date	Deductible: Co-insurance: Co-payment: Maximum Benefit:
Your data				
Life Insurance Plans				
Example	Core Plan, Supplemental Plan, etc.	Company:	X months or years after hire date	EE Coverage: Dependent Coverage:
Your data				
Disability Plans				
Example	LTD, STD, etc.	Company:	X months or years after hire date	EE Coverage: X% of pre-disability salary to age ____ Waiting Period:
Your data				
Accidental Death & Dismemberment				
Example	AD&D, PAI, etc.	Company:	X months or years after hire date	EE Coverage: from XXXK to XXXK Dependent Coverage:
Your data				
Flexible Spending Accounts				
Example	Health Care, Dependent Care, etc.	Company:	X months or years after hire date	Maximum EE pre-tax contribution:
Your data				
Other Insurance Plans Offered				
Your data				
Describe any flexible benefit arrangements (e.g., Core Plus, Modular, Premium Conversion)				

Identify wealth accumulation plans or other income option plans *made available to the general employee population. This includes both SCA and non-SCA employees.* Use one line for each plan/benefit offered. If a plan/benefit will not be offered to employees on or after contract start date, please note this herein.

	Plan	Enrollment date for eligible EEs	Plan Overview	Investment choices/fund companies offered
Retirement Programs				
Example	Defined Benefit, Defined Contribution, Cash Balance, Tax Deferred Annuity, etc.	Age XX and x months or years after hire date	Formula: ER matching contributions % ER Funded: Vesting: Early Retirement:	
Your data				
Other Programs				
Example	Stock Option, Profit Sharing, etc.	Age XX and x months or years after hire date	Formula: ER matching contributions % ER Funded: Vesting: Early Retirement:	
Your data				
Do you offer any retiree benefits (e.g., medical, dental)? If so, describe the plan(s) and its benefits as well as the eligibility requirements.				

Describe any other plans/benefits provided to attract, retain and motivate *your general employee population. This includes both SCA and non-SCA employees.* Use one line for each plan/benefit offered. If a plan/benefit will not be offered to employees on or after contract start date, please note this herein.

	Program	EE Eligibility	Plan Overview
Employer Paid Time Off Benefits			
Example	Vacation, Sick Leave, Paid Time Off Bank, Other Personal Time, etc.		Benefit:
Your data			
Other Programs (i.e., Wellness, Fin. Planning, Flex)			
Your data			
Reward and Recognition Programs			
Your data			

TEMPORARY SUPPORT EFFORT PERSONNEL (TSEP) REQUEST FOR PROPOSAL VOLUME II - COST INSTRUCTIONS

This portion of the proposal instructions outlines the requirements to be followed in preparing the cost proposal.

1.0 PROPOSAL PRICING

Complete and return Attachment A-18, "Determination of Price – Rate Detail." Provide the indicated rate information for personnel at the JPL Facility, and complete the Service Contract Act Employee certification. Cost is considered to be a significant factor in this procurement.

In completing Attachment A-18, note the following.

- 1.1 The indicated direct labor rate ranges will remain in effect for the base and the separate option periods of performance.
- 1.2 Only actual direct labor hours worked may be charged to JPL. No vacation, holiday, or any other type of paid leave may be charged directly.
- 1.3 The total indirect expense percent (column A) shall include ALL costs in support of this effort with the exception of the direct labor cost and any specific costs identified as payable in the Specimen Subcontract, Article 2, paragraph 13. The indicated total indirect expense percent will remain in effect for the full period of performance with the exception of increases mandated for Service Contract Act employees by the Department of Labor Wage Determination, for which the Subcontractor can substantiate that additional "out-of-pocket" expenses have occurred. Wage Determination revisions are typically incorporated by JPL every two years, in accordance with Article 3, Special Provisions, paragraph 8.0.

The indirect expense costs may **include**, but are not limited to, applicable employer taxes (FICA, FUTA, FUI, SUI, etc.); workers compensation; vacation expense; holiday expense; all other paid leave; retirement contributions; medical, dental and life insurance (or appropriate employee health and welfare payment); long-term disability; non-JPL specific training and tuition reimbursement; supplemental child care; cash paid in lieu of (ILO) a benefit; and all administrative labor (e.g. Personnel Administrator, Recruiter), all administrative facility cost, recruitment cost, and relocation cost.

- 1.4 Under any resulting subcontract, the Indirect Expense percent shall be applied to your employee's ACTUAL straight-time direct labor rate (the direct labor rate base excludes any health and welfare or cash in lieu of benefits amount) to develop a fixed hourly charge for indirect expense amount. Note that JPL's payment policy excludes mark-up on the premium portion of the labor rate paid for overtime and double-time. As a result, the same Fixed hourly charge for indirect expense and fixed hourly profit dollars will be paid for all direct labor hours worked, whether they are straight-time, overtime, or double-time. Only the direct labor rate will vary.
- 1.5 Under any resulting subcontract, the Profit percent (column B) shall be applied to the **MIDPOINT** labor rate of each employee's labor rate range to develop a fixed hourly profit dollar amount. The profit percent is **NOT** applied to the sum of the labor plus the indirect expense amount. The fixed hourly profit dollar amount will remain in effect for the full period of performance.

- 1.6. The total billing rate per hour payable under any resulting subcontract will include the direct labor cost per hour (excluding health & welfare expense or cash in lieu of benefits amount), the fixed hourly charge for indirect expense (including the health & welfare expense or cash in lieu of benefits), and the fixed hourly profit dollar amount. **NO other billing will be allowed**, with the exception of any specific costs identified as payable in the Specimen Contract, Article 2, paragraph 13.
- 1.7. Provide in Column C the cost of all employee benefit expenses and/or cash paid to the employee in lieu of benefits, expressed as a percent of the same direct labor base utilized in calculating Column A. Column C is a subset of column A and is **NOT** to be considered an additional indirect expense amount.
- 1.8. Provide in Column D the average **EMPLOYEE** contribution to the benefit package. This amount is deducted from the **employee's** direct labor earnings and as such is **NOT** part of the column A *employer* expense. The amount shall be provided as a dollar per hour and reflect a weighted average cost. The following table will be used for information purposes only. It represents a sample population breakout of employees and their potential classification status for use of benefits.

Employee only	40%
Employee/Spouse	19%
Employee/Family	33%
Employee/Child(ren)	8%

The above listed percentages are for comparison purposes only, and in no way indicate or imply anticipated employment distributions. The information requested here will be used in accordance with Management Instructions, paragraph 1.1, Benefits.

- 1.9. To further clarify the proposal pricing instructions a sample billing rate development and billing rate breakdown is provided below. The percentage rates utilized in the example are in no way indicative of rates anticipated on the part of JPL.

<u>SAMPLE</u> BILLING RATE DEVELOPMENT										
				1	2	3	4 (3*2)	5	6 (5*1)	7 (2+4+6)
Facility	Labor Category	Min	Max	Mid	Actual Direct Labor*	Total Ind Exp % Attach A-18 Column A**	Fixed Hourly \$ for Ind Exp	Profit % Attach A-18 Column B	Fixed Hourly Profit**	Total Billing Rate
JPL	CA-3	\$18.50	\$31.45	\$24.98	\$23.10	30.0%	\$6.93	3.0%	\$0.75	\$30.78
JPL	Drafter I	\$17.40	\$26.10	\$21.75	\$19.00	30.0%	\$5.70	3.0%	\$0.65	\$25.35

<u>SAMPLE</u> BILLING RATE BREAKDOWN								
Facility	Labor Category	Total Billing Rate	=	Actual Direct Labor*	+	H&W and Cash ILO benefits Paid directly to emp by contractor	+	Balance Of Ind Exp \$ & Profit
JPL	CA-3	\$30.78	=	\$23.10	+	\$ 0	+	\$7.68
JPL	Drafter I	\$25.35	=	\$19.00	+	\$2.56	+	\$3.79

* The indicated Actual Direct Labor rates were selected for purposes of example only.

** The negotiated indirect expense rate (%) and the negotiated fixed hourly profit (\$) will be set forth per Exhibit 9 to the Specimen Subcontract. [EXHIBIT 9 - *DIRECT LABOR RATE RANGES, INDIRECT EXPENSE RATES AND FIXED HOURLY PROFIT*, dated June 11, 2004]

Notice: Any change or alteration to the "Determination of Price" Attachment may render your proposal non-responsive. At any point after proposal submittal JPL may request additional supporting data.

2.0 SUPPLEMENTAL BUSINESS/COST INFORMATION

2.1 Financial Statement

Submit a copy of your annual financial statements for the last three years and any information regarding additional resources required to perform the proposed effort such as an established line of credit or other financial resource.

2.2 Accounting System

The Subcontractor shall demonstrate by example in this cost volume that they possess an accounting system capable of the following:

Accumulate direct project costs for each individual project they have been contracted to support per TSEP employee by direct cost element (e.g., direct labor, direct material, and travel).

Maintain proper segregation of direct costs from indirect costs.

Maintain an acceptable method to allocate indirect expenses among the various projects they have been contracted to support.

Identify unallowable costs and properly segregate those costs from the invoices.

Ensure that cost information for the weekly invoices is current and accurate.

2.3 Timekeeping System

The Subcontractor shall demonstrate by example in this cost volume that they possess a timekeeping system capable of the following:

Distributing direct and indirect labor charges to single or multiple account codes on individual projects they are contracted to support.

Maintaining a system of timekeeping records (e.g., employee timesheets and project labor reports) that documents the distribution of employee labor effort to individual account codes as necessary.

Certifying supporting timekeeping records by employee.

Incorporating an approval process by management of all timekeeping records.

2.4 Attachments

The Section of this RFP entitled “Attachments” consists of those forms and documents containing information applicable to this RFP. Group A Attachments must be completed and attached to your cost proposal. Group B Attachments consist of forms and documents for informational purposes only and can be accessed via the electronic address provided below. Hard copies of the Group B Attachments will be mailed by request only. Note that the Group B Attachments are very important and may be required under the Subcontract. Forms can be found at the web site listed below.

World Wide Web: <http://acquisition.jpl.nasa.gov/e2000.htm>

**TEMPORARY SUPPORT EFFORT PERSONNEL (TSEP)
REQUEST FOR PROPOSAL
VOLUME III - PAST PERFORMANCE INSTRUCTIONS**

1.0 INTRODUCTION

This portion of the proposal instructions sets forth the requirements to be followed in preparing Volume III - Past Performance. The following specific information must be included in Volume III to permit an evaluation of your past performance. The information provided in Volume III, along with information provided through contacts with your references, will be used to assess your past performance in the areas of staffing support for contracts similar to this proposed effort. These contacts may include site visits at customer locations (which would not include proposer personnel during the visit). In order to verify and validate your performance, you should provide documentation which shows evidence that your organization has successfully managed TSEP-type support efforts in the past.

2.0 PAST PERFORMANCE REQUIREMENT

2.1 Provide synopses of all similar contracts performed by your organization within the past three years. Also, include similar on-going efforts. Care should be taken to ensure that the information provided is accurate and current. These synopses are to include the following information:

2.1.1 Contract number;

2.1.2 Customer name and address;

2.1.3 Current telephone and FAX numbers, mail stop, and e-mail address of customer's cognizant administrator and technical manager;

2.1.4 Contract type;

2.1.5 Period of performance;

2.1.6 Description of the effort;

2.1.7 Job titles and job descriptions of the personnel provided, including the education and experience requirements;

2.1.8 Number of individuals provided for each of the job titles as described in Item 2.1.7 above;

2.1.9 Dollar value of each contract;

2.1.10 Method by which your organization was selected for contract award (e.g., noncompetitive, low-bid, or competitive evaluation);

2.1.11 Problems encountered and their resolution.

The synopses should be limited to no more than three (3) pages per contract discussion.

The following attached forms and documents are organized into two major groupings:

1. Group A must be completed and returned as part of your quotation or proposal.
2. Group B are for information purposes only in preparing your quotation/proposal.

NOTE TO PROPOSERS: Forms and documents listed below are not applicable unless the box preceding the Attachment Number is marked ☒.

GROUP A - Complete and return as part of your quotation/cost proposal, as applicable:

Attachment Number	Title and Form Number
<input checked="" type="checkbox"/> A-1	Acknowledgment (form JPL 2384)
<input type="checkbox"/> A-2	Cost Accounting Standards (form JPL 2842)
<input type="checkbox"/> A-3	Government Property Questionnaire (form JPL 0544)
<input type="checkbox"/> A-4	(RESERVED)
<input type="checkbox"/> A-5	(RESERVED)
<input checked="" type="checkbox"/> A-6	Notice of Total Small Business Set-Aside (form JPL 4022)
<input type="checkbox"/> A-7	Notice of Total Small Business Set-Aside - Modified (form JPL 4023)
<input type="checkbox"/> A-8	(RESERVED)
<input type="checkbox"/> A-9	(RESERVED)
<input type="checkbox"/> A-10	(RESERVED)
<input type="checkbox"/> A-11	(RESERVED)
<input type="checkbox"/> A-12	Foreign Acquisitions - Certification of Eligibility for Exemption from/Certain JPL General Provisions, Additional General Provisions, and Certifications (form JPL 2881)
<input type="checkbox"/> A-13	(RESERVED)
<input type="checkbox"/> A-14	Past Performance (form JPL 0358)
<input type="checkbox"/> A-15	Cost Element Breakdown (form JPL 0549)
<input type="checkbox"/> A-16	Determination of Lowest Overall Price - Time-and-Material Proposals (form JPL 0359)
<input type="checkbox"/> A-17	Determination of Lowest Overall Price - Labor Hour Proposals (form JPL 0363)
<input checked="" type="checkbox"/> A-18	Determination of Lowest Overall Price - Labor-Hour Proposals to JPL-Provided Rate Ranges (form JPL 0364)
<input type="checkbox"/> A-19	Cost Elements Breakdown (Short Form) (form JPL 0549-1)

GROUP B - For information only:
Attachment
Number

Title and Form Number

<input type="checkbox"/>	B-1	Waiver of Rights to Inventions (form JPL 62-301)
<input type="checkbox"/>	B-2	Summary Work Breakdown Structure (no form number)
<input type="checkbox"/>	B-3	Notice to Offerors (form JPL 2843)
<input checked="" type="checkbox"/>	B-4	Instructions for Patent Agreement for Use in Support Service Contracts (form JPL 2844) Patent Agreement (form JPL 1929)
<input checked="" type="checkbox"/>	B-5	Notice of Requirement of Pre-award On Site Equal Opportunity Compliance Review (form JPL 3553)
<input type="checkbox"/>	B-6	Requirements for A Subcontracting Plan (form JPL 0294)
<input checked="" type="checkbox"/>	B-7	Security Requirements for a Classified Contract (form JPL 2891)
<input type="checkbox"/>	B-8	Notice of Requirement for Affirmative Action to Ensure Equal Employment Opportunity(Executive Order 11246) (form JPL 2899)
<input type="checkbox"/>	B-9.1	Notice to Prospective Contractors of Requirement for an Environmental Audit of the Lease Facilities (form JPL 2896)
<input type="checkbox"/>	B-9.2	Notice to Prospective Contractors of Requirement for an Environmental Audit of the Lease Facilities – Alternate (form JPL 2896-1)
<input type="checkbox"/>	B-10	Certificate of Current Cost or Pricing Data (form JPL 2496)
<input checked="" type="checkbox"/>	B-11	Standards of Conduct and Procedures for Handling Contractor Personnel Problems, Discipline, and Separation (form JPL 4412)
<input type="checkbox"/>	B-12	(RESERVED)
<input type="checkbox"/>	B-13	Claims for Exceptions to Cost or Pricing Data (form JPL 2703)
<input type="checkbox"/>	B-14	Billing Instructions – Cost Type Contract (form JPL 2716)
<input type="checkbox"/>	B-15	Billing Instructions – CREI Contract (form JPL 2717)
<input type="checkbox"/>	B-16	Billing Instructions – Labor-Hour/Time-and-Material Contract (form JPL 2718)
<input checked="" type="checkbox"/>	B-17	JPL Contractor Safety and Health Notification (form JPL 2885)
<input checked="" type="checkbox"/>	B-18	Personnel Information